

FUNCTIONS - DD/P-ADMIN (BUDGET AND FINANCE)

1. Reviews and consolidates all operational programs of the DD/P with special reference to required support and effective accountability.
2. Maintains liaison with:
  - a. Comptroller (CIA) on all budgetary, financial and management matters within the DD/P organization.
  - b. General Counsel (CIA) on all finance matters which require legal interpretation.
  - c. Auditor-in-Chief on all Audit Reports submitted on any of the DD/P operations.
3. Maintains allotment control records on allotments for the DD/P and the DD/P-Admin from vouchered and unvouchered funds.
4. Supervises:
  - a. A Publications Control Unit
  - b. A Visual Aids Unit
5. Provides and assures technical supervision of Area and Staff Budget Officers within the Clandestine Services.
6. Coordinates on budgetary and financial policy matters for release to the field in cable or dispatch form.
7. Concurs in travel of all HF-type personnel to and from the field.
8. Advises the Comptroller, and particularly the Technical Accounting Staff, with regard to policy and procedure requirements of the Clandestine Services.
9. Represents Deputy Director (Plans) on certain Committees and Boards (Incentive Awards Committee, Board of Review on Shortages and Losses, and Comptroller Career Service Board).

Into this office of DD/P-Admin flow all operational programs of the Area Divisions and Senior Staffs. Here all support aspects are summarized, compared and presented for further review by the

DD/P Review Board before final submission to the CIA Project Review Committee. Processing the requirements to carry out these programs is accomplished through constant working-level collaboration among Area Divisions, the DD/P Senior Staffs (FI, PP, TSS) and the proper elements of DD/A, AD/P, Training and Communications.

This Office reviews and consolidates the budget submissions of the DD/P organization prior to the forwarding of budget submissions to the Budget Division, Comptroller's Office (CIA).

Also, into this Office flow the problem cases involving financial matters which have arisen either from misinterpretation of regulatory requirements or from situations beyond the scope of a Division. Some require General Counsel's opinions but all of them must be solved in a manner that is not only uniform and consistent with Agency policies and procedures but to the best interest of the Agency as well.

The Publications Control Unit and the Visual Aids Unit are other responsibilities included in this Office.

The Publications Control Unit provides technical assistance to all organizational elements under the DD/P on all matters requiring regulatory procedures; originates and issues publications as directed by the Chief of Administration and the Chief of Operations, DD/P; maintains liaison with the Agency Regulations Staff; edits all proposed DD/P issuances; ensures coordination with all appropriate components of CIA prior to publication; and controls distribution of DD/P publications.

The Visual Aids Unit services the entire DD/P organization in the preparation of pictorial charts, film strips, graphs, etc., for use in regular briefings within CIA, and special briefings of high Government officials outside CIA.